



ST. MARY'S COUNTY GOVERNMENT VACANCY ANNOUNCEMENT

POSITION: Supervisor III - Fiscal, C08, \$57,990 + FRINGE BENEFITS
DEPARTMENT: Aging and Human Services
OPENING DATE: 03-04-22 **CLOSING DATE:** 03-25-22 (Extended)

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree.

Experience: Five or years or more of job-related experience in an increasingly responsible role.

Note: Any equivalent combination of acceptable education and experience which has provided the knowledge, skills and abilities cited below may be considered.

ADDITIONAL REQUIREMENTS:

- ◆ Negative drug test result from pre-employment drug screen;
- ◆ Pass extensive background check with favorable results;
- ◆ Successful candidate must provide proof of eligibility to work in the United States prior to employment.

JOB SUMMARY: Supervises the daily operations of specific department operations; makes recommendations on how to improve department operations; performs other duties as assigned.

DUTIES:

- ◆ Supervises the daily operations of specific department operations; plans, implements, and evaluates task specific activities;
- ◆ Makes recommendations on how to improve department operations;
- ◆ Supervises, trains, and evaluates subordinate staff; participates in hiring decisions;
- ◆ Enforces and explains departmental policies and procedures to subordinate staff and members of the public;
- ◆ Schedules work tasks and/or equipment allocations for day-to-day work activities;
- ◆ Monitors employees time, leave requests, and overtime; performs employee evaluations;
- ◆ Evaluates and recommends personnel for disciplinary procedures in compliance with County personnel policies and procedures;
- ◆ Prepares and submits relevant financial and/or data reports;
- ◆ Plans and recommends annual operating and capital budgets; prepares budget requests;
- ◆ Reviews safety rules and regulations with subordinate staff in compliance with Federal, State, and Local regulatory agencies;
- ◆ Documents any personnel incidents;
- ◆ Performs other duties as assigned.

DEPARTMENTAL FUNCTIONS:

- ◆ Plans, coordinates and administers the Department of Aging & Human Services annual budget of up to approximately \$9 million dollars and currently consisting of the 40+ State Federal and local grants, and Special Events;

- ◆ Administers fiscal aspects of grants pertaining to the Department of Aging & Human Services. Administration, preparation and submission of grant application awards, agreements, renewals, reports and request for draw down of funds either manually or on-line via Grants Management System;
- ◆ Responsible for coordination of grant information with appropriate agency, both county and grant agency personnel in all efforts to ensure that the Department of Aging & Human Services is operating in compliance with Federal, State and local grant procedures;
- ◆ Responsible for the accounting and maintenance of ledgers and related revenue/budget reports. Includes posting summaries, cash receipts, disbursements, payroll, recurring, current and prior period journal entries and budget allocations;
- ◆ Responsible for timely submission of reports. Supervises the maintenance of accounting and budgeting records and files in compliance with federal, state, county and departmental regulations and is responsible for the initiation, accuracy and completeness of all fiscal work;
- ◆ Responsible for reviewing all posting to journals and complex subsidy accounts, monitoring bank receipts, accounts payable and receivables. Prepares monthly, quarterly, year-end financial and special reports. Prepares accounts in anticipation of auditing, using General Accepted Accounting Procedures and National Council Governmental Accounting bookkeeping standards as well as other established rules, regulations and policies;
- ◆ Performs internal audit of computer print-outs, which includes cash receipts, disbursements, payroll, recurring, current and prior period journal entries, budget allocations and information for close out. Maintains a double entry set of books, which includes fund accounting. Responsible for preparing bid documents for procurement of services, and acts as the liaison between the Department and Audit and Insurance Providers. Responsible for the screening of requisition and encumbrance vouchers for payment of invoices and to assure the proper account and classifications are used, and the amount is covered by budget. Compiles financial data for inclusion in budgets, for special requests and for financial and other statements and reports;
- ◆ Required to prepare, make and/or sit in on the presentations to the Commissioners of St. Mary's County.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Ability to gain thorough knowledge of St. Mary's County Government policies and procedures;
- ◆ Ability to act as a representative of St. Mary's County Government to the public;
- ◆ Expert knowledge of department practices and procedures;
- ◆ Knowledge of relevant Federal, State, and Local regulations relative to the operations of the department;
- ◆ Ability to effectively communicate with other staff members;
- ◆ Ability to supervise, train, and motivate subordinate staff;
- ◆ Ability to prioritize and multitask;
- ◆ Ability to use available resources to research information;
- ◆ Ability to make appropriate recommendations to improve department operations;
- ◆ Ability to keep accurate records;
- ◆ Ability to operate relevant computer systems, including hardware and software, and office machines.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting rooms, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

COMPENSATION/BENEFITS:

Hiring Salary: \$57,990 annually

FLSA: Exempt

St. Mary's County Government offers a complete benefits package including medical, dental, vision, life insurance and long-term disability. We offer a 457 deferred compensation plan, employee assistance program, and education reimbursement. All employees are required to participate in the Maryland State Retirement and Pension System (SRPS).

Click Here for Information: [Employee Benefits Summary - May 2021](#)

SELECTION PROCEDURE: Applications will be screened for those who meet job requirements and have related experience. Selected applicants will be invited for an interview. All candidates will be notified of their selection or non-selection for interview.

TO APPLY: A 2020 ST. MARY'S COUNTY GOVERNMENT APPLICATION IS REQUIRED.
ALL PRIOR VERSIONS OF THE APPLICATION ARE OBSOLETE.

Applications are available at: Governmental Center, Potomac Building
Third Floor, Dept. of Human Resources
23115 Leonard Hall Drive, Leonardtown, MD
Phone: 301-475-4200 Extension: 71100 Fax: 301-475-4082
Jobs Line: 301-475-4200 Extension: 71109
Email: smchr@stmarysmd.com Website: www.stmarysmd.com

ACCESSIBILITY NOTICE: If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please contact the Department of Human Resources: smchr@stmarysmd.com or (301) 475-4200, Extension: 71110.

APPLY NOW - <https://www.stmarysmd.com/hro/application/apply/>

Applications must be received in the Human Resources Department on or before the closing date regardless of the postmark date.